



HOMETOWN holidays

Non Profit Registration Form

Saturday, May 29 and Sunday, May 30

1 – 8 p.m.

Rockville Town Center

2010 Non Profit Registration Form

Please print or type all information clearly.

Organization Name _____ Contact Name _____

Address _____ City _____ State _____ ZIP _____

Phone _____ Fax _____ Web Site _____

Email _____

Products(s)/Service Description _____

Please Select dates attending:

Saturday, May 29 _____

Sunday, May 30 _____

SUBMIT TO CITY OF ROCKVILLE BY APRIL 16, 2010

- ☐ Completed and signed Registration Form
- ☐ Email brief one sentence description of business to jbetts@rockvillemd.gov (if it does not fit on application)

CITY CONTACT

City of Rockville
Hometown Holidays NonProfits
111 Maryland Ave.
Rockville, MD 20850

Jen Betts
jbetts@rockvillemd.gov
P 240-314-8604
F 240-314-8659
www.rockvillemd.gov/events

I hereby apply to participate as a special event Nonprofit organization in the City of Rockville's 2009 Hometown Holidays. I agree to hold harmless the City of Rockville for any injury to myself or my employees or damage to my property including theft, or any property of my agents or employees. I further agree that I am responsible for all damages to persons or property that may result from my fault of negligence or the fault or negligence of my agents or employees, and further agree to indemnify and hold harmless the City of Rockville from any loss, damage, or claim incurred by the City by reason of my fault or negligence or fault of my agents or employees. I agree to adhere to all the rules and regulations listed in the Conditions of the Show and Policies/Eligibility. I further agree to any regulations or requirements that have been or may be imposed by the City of Rockville.

Signed and Accepted _____ Date _____



CONDITIONS OF THE EVENT

Deadline

All application materials must be postmarked by April 16, 2010. Although this festival is an invitation based show, the City reserves the right to accept or reject an application. Notification of acceptance or non-acceptance to the festival will be mailed by April 26, 2010 (No notification by telephone will be given prior to written notification).

Booth Space

Booth space and locations are assigned based on availability and discretion of Festival supervisors. The use of the locations is restricted to the applicant of whom it is assigned. A 10'x 10' tented space will be provided along with a 6' table and (2) chairs for the nonprofit organization.

All exhibitors are responsible for keeping their area clean during event hours, including clean up at the end of the event. All displays should be neat and clean throughout the event.

Equipment/Supplies

Each applicant is responsible for set-up and arrangement of own space. City will provide the tent, 1 table, 2 chairs, and back walls on tent. Nonprofit organizations are expected to provide booth signage, literature about business, staff as well as any other additional equipment/supplies. All displays must be easily removable. Please do NOT use tape to hang signage.

Load-in

Vehicles will not be allowed on-site until the City supervisor gives the authorization. Vehicles will be permitted on-site starting at 11 a.m. on Saturday, May 29. Vehicles will also be permitted on-site starting at 11 a.m. on Sunday, May 30 to restock equipment.

Parking

All vehicles must be off-site by 12 noon in preparation for the start of the event at 1 p.m. Parking will be available two blocks from the event site.

Overnight Security

Overnight security is provided by the City of Rockville, however, anything left in booths overnight is at the vendors own risk. Sidewalls will be installed to secure booths starting at 8 p.m. on Saturday. It is suggested that you remain at your booth until the sidewalls have been installed.

Load-out

All vehicles will be permitted on-site for load-out on Sunday, May 30 at 8 p.m. Please be careful of pedestrians, as the concert portion of the event will continue through the evening.